



# MINUTES

## Board Meeting

**Wednesday 12 May 2009 at 8PM**  
**At the Port Dock Brewery Hotel, Todd Street Pt Adelaide**

**1 OPEN MEETING – 8:21PM**

**2 PRESENT:** Board members: John Holland, Jennifer Bould, Rod McGuiness and Steve Clinch

**3 APOLOGIES:** Susie Stoddard, Chris Wood and Julie Clinch

**4 MINUTES OF PREVIOUS MEETING 15 APRIL 2009 ACCEPTED AS A TRUE AND CORRECT RECORD**

**Moved:** Steve Clinch

**Seconded:** Rod McGuiness

**Carried**

**5 ACTION ITEMS**

01	Ongoing. Discussions being held with Scott Lorie for a suitable venue for the Regional Masters Games (Naracoorte) in 2011 as currently Bool Lagoon water level is too low. Lake Leek to be investigated as an alternate option however is located 100km from central venue. Chris Wood to follow up with contact to ascertain their interest in participating and to arrange training options through possible boat loan.
02	Actioned. Race meetings scheduled for remainder of season.
03	Actioned. Clubs requested to bring along reps to attend next RC meeting on 25/5/9 which will be a training session on race programmes.
04	Ongoing. Ad to be placed in Dragons Breath seeking office space/shed for storage of equipment. John Holland to investigate house for rent next to Birkenhead Tavern.
05	Withdrawn. Noted too late to change White Pages advertisement to include street address.
06	Ongoing. Sea Scouts to be followed up to ascertain interest in paddling on the Patawalonga.
07	Actioned. Registration fees to AusDBF paid by EFT with cheque stopped.
08	Ongoing. Work out expected income to be generated if \$5 entry fee charged per race during season and \$10 for state championships.
09	Ongoing. Template for clubs to use next season as team sheets on race days to be designed.
10	Actioned. Treasurer advised of AusDBF bank details for EFT transfer.
11	Ongoing. Policies on website to be reformatted under relevant headings to make easier to locate.
12	Actioned. StEP funding reporting obligations are fine until next season when another grant application would be required for submission. Strategic Plan for 2010-2012 required and would be included on the Agenda for review at Board meetings.
13	Actioned. Results changed on website to show both Blade Runners and Dragon Flies tying for first place in the Open B final.
14	Actioned. AusDBF to be advised annually of DBSA representatives. Agreed policy to be written advising that the delegates would be: President, Vice-President (x2) and Secretary. <b>Action: John</b>
15	Ongoing. Tender for supply of race day BBQ for 09/10 season to be circulated to clubs with condition noted that food/drinks are to be provided gratis to volunteers.
16	Ongoing. Number of DAPL registered paddlers to be discussed later in meeting.
17	Ongoing. John Holland read to letter to be sent to Black Dragons re recent issues with one of their paddlers at the State Championships.
18	Actioned. Deposit received from Ceduna team for purchase of dragon boat.
19	Ongoing. Drawing to be provided of rope placement on Morphett Street bridge.
20	Ongoing. Treasurer to check with Pat Doogue whether 1 year support package from MYOB required.
21	Ongoing. Cappuccino Queen to provide 5% breakdown of takings.

22	Withdrawn. Government public forum already held.
23	Actioned. Strategic Plan items included for review on agenda.
24	Actioned. Policy for Volunteers Award to be written.
25	Ongoing. Club corporate paddle breakdown to be provided ASAP.
26	Ongoing. Link to be placed to AusDBF website when Drugs in Sport policy finalised.
27	Ongoing. Blackwoods invoice to be written off for this year but can be followed up for next.

## 6 BUSINESS ARISING FROM PREVIOUS MINUTES

Nil.

## 7 FINANCIAL REPORT – APRIL

DBSA TREASURER'S REPORT FOR THE MONTH OF **APRIL** **2009**

<b>BANK BALANCE AS @</b>	<b>1-May-09</b>	<b>ACCOUNT 1</b>	<b>\$13,659.28</b>
Less total unrepresented cheques		# 141515 \$ 27.43	
		Stop cheque # 141677	
		# 141689 \$ 49.50	
		# 141690 \$ 190.00	
		# 141692 \$1140.00	
		# 141699 \$ 13.95	
		# 141704 \$ 30.00	
		# 141706 \$2124.37	
		# 141708 \$ 90.31	
		# 141714 \$3880.00	
		# 14115 \$ 400.00	
			\$ 7,945.56
			<b>\$ 5,713.72</b>
<b>BANK BALANCE AS @</b>	<b>1-Apr-09</b>	<b>ACCOUNT 2</b>	<b>\$ 0.76</b>
Less total unrepresented cheques			Nil
<b>BANK BALANCE AS @</b>	<b>1-Apr-09</b>	<b>ACCOUNT 3</b>	<b>\$11,491.78</b>

### ACCOUNTS PAYABLE

#### ACCOUNT 1

Admin Focus	Secretarial	\$ 847.00	
John Holland	Ceduna games	\$1019.10	
ASA	Fuel dboat Ceduna games	\$ 200.00	
Blue Water Raiders	Fuel dboat Ceduna games	<u>\$ 200.00</u>	\$2,266.10

#### ACCOUNT 2

Nil

### MONEY RECEIVED

Credit interest account #3	\$ 33.58
Membership	\$ 315.00
State team fees	\$1,700.00
Race tops	\$1,150.00
Race fees	\$ 30.00
Insurance (Waiwilta \$48.75 + ASA \$288)	\$ 336.75
07/08 fees	\$ 200.00

Jennifer Bould advised that books were required to be audited at the end of the financial year with the preferred method for any auditor being MYOB however she was not yet able to enter them all into MYOB as her training had not yet been completed.

Marie Cunningham advised that she knew of a bookkeeper who would possibly be able to assist in preparing the books and agreed to contact them to ascertain whether they would be willing..

**Action: Marie**

Email to be sent to clubs seeking qualified auditors willing to audit the books.

**Action: Marie**

Agreed clubs to pay all outstanding amounts by 31/05/09 with the following noted as being outstanding:

➤ ASA	season fees	\$ 160.00
➤ ASA	state titles	\$ 20.00
➤ ASD	id card fee	\$ 60.00
➤ ASD	season fees	\$ 760.00
➤ ASD	state titles	\$ 95.00
➤ Black Dragons	season fees	\$ 560.00
➤ Black Dragons	state titles	\$ 70.00
➤ Blade Runners	season fees	\$ 40.00
➤ Blade Runners	state titles	\$ 5.00
➤ Dragonfly	id card fee	\$ 30.00
➤ Dragonfly	CNY	\$ 10.00
➤ SADA	season fees	\$ 600.00
➤ SADA	state titles	\$ 75.00
➤ Subsonix	season fees	\$ 520.00
➤ Subsonix	state titles	\$ 65.00
➤ Waiwilta	season fees	\$ 120.00
➤ Waiwilta	state titles	\$ 15.00

**Motion to accept and pay accounts on Account 1**

**Moved:** Jennifer Bould

**Seconded:** Steve Clinch

**Carried**

**8 STRATEGIC PLAN REVIEW**

**(a) Administration**

The Administration section (Section 1) of the Strategic Plan was reviewed for the period 2010-2012 with following action items set:

- Position descriptions to be reviewed prior to next meeting.  
**Action: John**
- Coach and paddler criteria to be posted to website.  
**Action: John**
- Policy register to be updated and posted to website.  
**Action: Marie**
- Database coordinator (Raymond) to produce survey for clubs seeking their feedback on database and identifying what changes they would like to assist them better.  
**Action: Marie**
- Blessing of new boats to be placed on next Agenda  
**Action: Chris**

**9 AUS DBF REPORT**

**(a) Doug Sinclair's action**

John Holland read to an email from Doug Sinclair advising of status of his legal issue with AusDBF.

**(b) Appointment of DBSA delegates to National Council**

As reported above in Action list AusDBF to be advised annually of DBSA delegates being: President, Vice-Presidents (x2) and Secretary.

**10 SECRETARY'S REPORT**

The following correspondence was received and/or dispatched:

**INCOMING AS AT 12/05/09**

<b>NO.</b>	<b>TYPE</b>	<b>DATE</b>	<b>ORIGINATOR</b>	<b>SUBJECT</b>
1	Email	14.4.09	Ann Richardson – Black Dragons	Request to do SAPES Games BBQ
2	Email	15.4.09	Michelle Hanton - DAA	Statement regarding proposed amendment to AusDBF Constitution
3	Email	15.4.09	Janine Lette - AusDBF	Requesting DAA make a recommendation to EGM on 22.4.09 re proposed amendment to AusDBF Constitution
4	Email	15.4.09	Canoe SA	Change rooms will be painted next week & furniture installed soon after
5	Post	16.4.09	Waiwilta	Cheque for \$110 + paperwork for 2 new members: Garry Elliott & Sam Zammit
6	Email	16.4.09	Loretta Lewis – AusDBF Treasurer	Advising her appreciation of how our accounts are operated in SA
7	Email	16.4.09	Loretta Lewis – AusDBF Treasurer	Finalising Nationals payments and numbers
8	Email	16.4.09	Melanie Cantwell - AusDBF	FINAL version for the 2009 AusDBF Australian Dragon Boat Championships Race Draws
9	Email	17.4.09	Melanie Cantwell - AusDBF	2000m Turn Race + Seat Pads
10	Email	18.4.09	Michelle Hanton – DAA	Recommendation re proposed amendment to AusDBF Constitution
11	Email	20.4.09	Janine Lette - AusDBF	Exemption Requests for 2009 Aus Champs
12	Post	20.4.09	Dragon Fly Social	Cheque for \$45.00
13	Email	20.4.09	Jenny Chillingworth - BWR	Response to DBSA Policies/Regulations - Review
14	Email	20.4.09	Tanya Vassalla – City of Charles Sturt	Copied in on Tanya's request for Deb White (Rowing SA) to pencil in the dates for our Nationals 2010
15	Email	20.4.09	Sport SA	SPORT - e - 20th April
16	Post	20.4.09	Powerblades	Cheque for \$415.00
17	Post	21.4.09	Water Warriors	Cheque for \$320.00
18	Email	23.4.09	Bernadette Stack - Cappuccino Queen	Will provide financial details for 1008-9 season asap
19	Post	24.4.09	Telstra	Tax Invoice issued 22.4.09
20	Email	27.4.09	Sport SA	Notice of May 09 General Manager meeting
21	Email	30.4.09	Guy Couzner – Events Facilitator	Sporting Club Co-ordinators meeting – 12.5.09 re Mildura Masters Games
22	Email	4.5.09	Brian Smith	Advising dragon boating would proceed as part of SAPES Games and relevant details.
23	Email	4.5.09	Loretta Lewis – AusDBF Treasurer	Invoice 125 1.5.09 – copy of corrected paid account
24	Email	4.5.09	Heather Wingard – SADA	Feedback re DBSA Policies/Regulations
25	Email	4.5.09	Ken Allchurch – Powerblades	Feedback re DBSA Policies/Regulations
26	Email	4.5.09	Sport SA	Sport - e 4th May
27	Email	5.5.09	Janine Lette – AusDBF	Invite for Australian Team Manager applications
28	Email	5.5.09	Mike Haslam - IDBF	Apr DBI Newsletter
29	Email	6.5.09	Jill Furmage - Waiwilta	Feedback re DBSA Policies/Regulations
30	Email	7.5.09	Melanie Cantwell - AusDBF	Results from 2009 AusDBF Nationals
31	Email	7.5.09	Joe Gomery via Ken Allchurch	Request for AusDBF to ask IDBF to include GGD category in 2011 world championships
32	Email	8.5.09	Surf Life Saving Association	Contact numbers for local clubs to source rescue boat for SAPES Games
33	Email	8.5.09	DBSA Volunteers etc	Final details for SAPES Games dragon boating event - Sat, 9 May
34	Email	8.5.09	City of Charles Sturt	Details & conditions relating to application for SAPES Games event – 9.5.09

**INCOMING AS AT 12/05/09**

NO.	TYPE	DATE	ORIGINATOR	SUBJECT
35	Email	11.5.09	Liz Thomas – ASD	Feedback re DBSA Policies/Regulations

The email responses received from Waiwilta and Liz Thomas were tabled and considered with agreement reached to send back thanks.

**Action: John**

**OUTGOING AS AT 15.4.09**

NO	TYPE	DATE	TO	SUBJECT
1	Email	15.4.09	DBSA Race Committee delegates	Updated DBSA Racing Committee Contact List - 15/04/09
2	Email	15.4.09	DBSA Race Committee delegates	Revised DBSA Racing Committee Meeting Dates
3	Email	15.4.09	All Club Presidents & Secretaries	Update from Canoe SA re change room update
4	Email	15.4.09	DBSA Board Members	Penny Hogan's clearance form
5	Email	15.4.09	Ceduna Masters Games	Final race draw for 18.5.09
6	Email	15.4.09	DBSA Race Committee delegates	DBSA Racing Committee Minutes - 14/04/09
7	Email	16.4.09	Loretta Lewis – AusDBF Treasurer	Advising stop payment of Cheque No: 141677 and EFT transaction to follow
8	Email	16.4.09	DBSA Race Committee delegates	DBSA Policies/Regulations 002/005/027/028 sent out for review
9	Email	17.4.09	DBSA Race Committee delegates	Reminder that DBSA Club Policies/Regulations should be read in conjunction with AusDBF and IDBF rules
10	Email	20.4.09	All Club Presidents & Secretaries	Advising closure of Torrens
11	Email	20.4.09	All Club Presidents & Secretaries	FINAL version for the 2009 AusDBF Australian Dragon Boat Championships Race Draws
12	Email	28.4.09	DBSA Race Committee delegates	Reminder that feedback re DBSA Club Policies/Regulations is due 5.5.09
13	Email	4.5.09	Jennifer Bould	AusDBF Invoice 125 1.5.09 – copy of corrected paid account
14	Email	4.5.09	State team representatives	Questionnaire
15	Email	5.5.09	AusDBF Members	Compromise to get this constitution up, be to increase the Associate members vote to that of a member organization – 4.
16	Email	5.5.09	State team representatives	State Team - M & GM 2009 Congratulations
17	Email	6.5.09	All Club Presidents & Secretaries	Volunteers required for SAPES Games
18	Email	6.5.09	All Club Presidents & Secretaries	Sport - e 4th May
19	Email	6.5.09	All Club Presidents & Secretaries	DBSA Minutes 15.4.09
20	Email	6.5.09	All Club Presidents & Secretaries	Registration for June - MPIO Course
21	Email	6.5.09	All Club Presidents & Secretaries	Apr 09 DBI Newsletter
22	Email	6.5.09	DBSA Board Members	Details re Sport SA's May General Managers meeting – 14.5.09
23	Email	6.5.09	All Club Presidents & Secretaries	VSA&NT E-Bulletin 6th May 2009
24	Email	7.5.09	All Club Presidents & Secretaries	VSA&NT E-Bulletin 6th May 2009
25	Email	7.5.09	All Club Presidents & Secretaries	Results from 2009 AusDBF Nationals
26	Email	7.5.09	Deb White – Rowing SA (from JH)	Submitting areas where assistance is required from Rowing SA for our 2010 Nationals
27	Email	8.5.09	City of Charles Sturt	Application for SAPES Games Event

28	Email	8.5.09	Surf Life Saving Association	DBSA's Public Liability details
29	Email	30.4.09	Guy Couzner – Events Facilitator	Apologies of inability to attend 12.5.09 meeting and requesting suitable date to meet
30	Email	11.5.09	Kim Moretti	Information for a corporate paddle on Torrens – 1.11.09
31	Email	12.5.09	DBSA Board Members	Agenda for Board Meeting – 12.5.09
32	Email	12.5.09	Scott Lawrie – Naracoorte Masters Games 2011	Expressing DBSA's interest in a dragon boating event

**Motion that the Secretary's report be accepted**

**Moved:** Steve Clinch

**Seconded:** Rod McGuiness

**Carried**

**11 NEW BUSINESS**

**(a) DAPL Members**

Noted that the following paddlers participated in the Masters Games for Dragons Abreast Port Lincoln (DAPL) but are not currently registered with DBSA:

- Fiona Grace
- Sharon Bradbery
- Jenny Hegarty
- Eva Quin
- Ruth Rounsvell
- David Gillies
- Karyn Speed
- Annie Reid

The Board felt it unusual that DAPL had not registered a single new member since first registering them....

The Board felt it unusual that every other club has had new members join during the season but DAPL had not had a single new member and is querying the request by DAPL for another dragon boat.

**(b) Sweeps Accreditation**

John Holland to circulate the latest sweeps register for clubs to provide feedback.

**Action:** John

**(c) Web Site – Policy Section**

Agreed to revamp the policy section of the website.

**(d) Race Policies - #004, 005, 009, 011, 027, 028**

The feedback received from clubs on the above race policies was tabled and discussed with revised policies to be posted to website.

**Action:** Marie

**(e) State Team reports**

John Holland read to Chris Wood's national championships state team report. Noted report yet to be submitted by other state coaches and High Performance Manager.

Steve Clinch advised that he had circulated a feedback form to all state team participating seeking their feedback on the process and event.

Form to be designed for paddlers competing at nationals and overseas events to sign acknowledging their responsibilities representing DBSA. AusDBF one to be sourced as an initial model.

**Action:** Steve

John Holland advised that ADR would be purchasing a new ergo machine and sending the current one to the clubs on the west coast for their use. Consideration to be given as to how to best use the ergo machine to assist with state selection in the future.

**(f) Future of Great Grand Dragons in local, national and international competition**

Report to be extracted from database of those paddlers aged 60+ as at 1<sup>st</sup> June in order to send them an email to ascertain their interest in being registered as a Future Great Grand Dragons paddler.

**Action: Marie**

**12 ANY OTHER BUSINESS**

- Appreciation passed from Chris Wood to Adelaide Sea Dragons members who assisted at the recent Ceduna Masters Games and in particular to: Charlotte Sainsbury, Jennifer Bould, John Holland and Joy Fisher.
- Website to be revamped to include a gallery page for photos to be posted and a section for details of Life Members.  
**Action: John**
- The nomination of Jennifer Bould for the Jon Taylor Memorial Award was successful.
- Next Nationals meeting to be scheduled for 20 May 2009.
- John Holland advised that the new course was being installed at the moment with government seeking feedback on any extra equipment required by users. John Holland requested finishing equipment.

**13 NEXT MEETING**

The next committee meeting is scheduled for 5:30PM on Wednesday 10 June 2009 at Sport SA to be followed by the Presidents Forum at 8PM.

**14 CLOSE OF MEETING – 11:00PM**

Signed: \_\_\_\_\_  
Chairperson

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_